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# **RESULTS OF CONTINUOUS AUDITING USING CAATS:**

AUDITOR-CONTROLLER, HUMAN RESOURCE SERVICES, & COUNTY PROCUREMENT OFFICE

## AUDIT FOR DUPLICATE VENDOR PAYMENTS AND OTHER PERIODIC ROUTINES

(Cited as a Best Practice by the Institute of Internal Auditors)

### For the Month: May 2013

<u>Duplicate Vendor Payments</u>: We analyzed 20,923 vendor invoices paid in April 2013 amounting to about \$227 million and found 99.99% of the invoices were paid only once. Of the \$227 million vendor invoices, we identified one (1) potential duplicate payment made to vendors for \$237.

To date we have identified \$1,021,154 in duplicate vendor payments, of which \$1,011,706 or 99% has been recovered.

AUDIT NO: 1238-K REPORT DATE: MAY 29, 2013

Director: Dr. Peter Hughes, MBA, CPA, CIA Senior Audit Manager: Michael Goodwin, CPA, CIA Audit Manager: Carol Swe, CPA, CIA, CISA

#### **RISK BASED AUDITING**



GAO & IIA Peer Review Compliant - 2001, 2004, 2007, 2010

AICPA American Institute of Certified Public Accountants Award to Dr. Peter Hughes as 2010 Outstanding CPA of the Year for Local Government

GRC (Government, Risk & Compliance) Group 2010 Award to IAD as MVP in Risk Management



2009 Association of Certified Fraud Examiners' Hubbard Award to Dr. Peter Hughes for the Most Outstanding Article of the Year – Ethics Pays

2008 Association of Local Government Auditors' Bronze Website Award

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2005 Institute of Internal Auditors' Award to IAD for Recognition of Commitment to Professional Excellence, Quality, and Outreach CInternal Audit Department

#### GAO & IIA Peer Review Compliant - 2001, 2004, 2007, 2010

**Providing Facts and Perspectives Countywide** 

#### **RISK BASED AUDITING**

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OC Fraud Hotline (714) 834-3608

# **Letter from Director Peter Hughes**



#### **Transmittal Letter**

Audit No. 1238-K May 29, 2013

- TO: Jan Grimes, Auditor-Controller Steve Danley, Director Human Resource Services Ronald Vienna, County Purchasing Agent County Procurement Office
- **SUBJECT:** Results of Continuous Auditing Using CAATS: Auditor-Controller, Human Resource Services, & County Procurement Office – Audit for Duplicate Vendor Payments & Other Periodic Routines

We have completed the May 2013 report of Results of Continuous Auditing Using CAATS (Computer-Assisted Audit Techniques). The final report is attached for your information. Recoveries to date from duplicate vendor payments are **\$1,011,706**.

Each month I submit an Audit Status Report to the Board of Supervisors (BOS) where I detail any material and significant audit issues released in reports during the prior month and the implementation status of audit recommendations as disclosed by our Follow-Up Audits. Accordingly, the results of this audit will be included in a future status report to the BOS.

As always, the Internal Audit Department is available to partner with your staff so that they can successfully implement or mitigate difficult audit recommendations. Please feel free to call me should you wish to discuss any aspect of our audit report.

We appreciate the courtesy and cooperation extended to us by the personnel of your offices. If we can be of further assistance, please contact me directly at (714) 834-5475 or Michael Goodwin, Senior Audit Manager at (714) 834-6066.

Respectfully Submitted,

Dr. Peter Hughes, CPA, Director Internal Audit Department

Attachment

# **Letter from Director Peter Hughes**



Distribution Pursuant to Audit Oversight Committee Procedure No. 1:

Members, Board of Supervisors Members, Audit Oversight Committee Michael B. Giancola, County Executive Officer Frank Kim, Chief Financial Officer Victoria Ross, Director, Central Accounting Operations, Auditor-Controller Paul Villanueva, Senior Manager, A-C/Claims and Disbursing Bill Malohn, Manager, A-C/Information Technology/CAPS G/L System Support Terri Bruner, Assistant Director, Human Resource Services/Operations Division Kim Evans, Administrative Manager, Human Resource Services/Administration Foreperson, Grand Jury Susan Novak, Clerk of the Board of Supervisors Vavrinek, Trine, Day & Co., LLP, County External Auditor

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#### Audit No. 1238-K

May 29, 2013

TO: Jan Grimes, Auditor-Controller Steve Danley, Director, Human Resource Services Ronald Vienna, County Purchasing Agent County Procurement Office

Audit Highlight

We analyzed 20,923 vendor invoices paid in April 2013 amounting to about \$227 million and found 99.99% of the invoices were only paid once.

Of the \$227 million vendor invoices, we identified one (1) potential duplicate payment made to vendors for \$237.

To date we have identified **\$1,021,154** in duplicate vendor payments, of which **\$1,011,706** or **99%** has been recovered.

- FROM: Dr. Peter Hughes, CPA, Director Internal Audit Department
- SUBJECT: Results of Continuous Auditing Using CAATS: Auditor-Controller, Human Resource Services, & County Procurement Office – Audit for Duplicate Vendor Payments and Other Periodic Routines

#### **OBJECTIVES**

Each month, the Internal Audit Department conducts a variety of continuous auditing of vendor payment and payroll activity utilizing Computer-Assisted Audit Techniques (known by the acronym CAATs). Our objectives are to analyze selected vendor payment and payroll data to identify:

- 1. **Duplicate Vendor Payments:** Duplicate payments made to vendors. This CAAT is performed monthly.
- 2. **Employee Vendor Match:** Employees that bought goods or issued contracts to themselves or a related vendor. This CAAT is performed quarterly.
- 3. **OC Working Retiree/Extra Help Hours:** County retirees working as extra help in excess of mandated hour limits of 960 or 720 hours for FY 12-13. The mandated limits required by Government Code Sections 31680.6 and 31641.04 are per fiscal year and this CAAT is performed monthly and annually.
- 4. **Payroll Direct Deposits:** Multiple employee paychecks directly deposited to the same bank account which could be an indicator of inappropriate payments. This CAAT is performed monthly.



#### BACKGROUND

Continuous auditing is a change to the traditional audit approach of periodic reviews of a sample of transactions to ongoing audit testing of 100% of transactions. Continuous auditing provides efficient and timely testing of transactions and/or controls to allow immediate notification and remediation by management. An important component of continuous auditing is the development of models for the ongoing (continuous) review of transactions at, or close to, the point at which they occur.

As a supplement to traditional audits performed, Internal Audit performs continuous auditing of selected vendor payments and payroll activities utilizing Computer-Assisted Audit Techniques (CAATs).

CAATs are automated queries applied to large amounts of electronic data searching for specified characteristics. We use a proprietary, best practices and industry recognized software product to help us in this process.

CAATs differ from our traditional audits in that CAATs can query **100%** of a data universe whereas the traditional audits typically test but a **sample** of transactions from the population.

Resulting exceptions or findings are forwarded to the appropriate department for validation and/or resolution. Depending on the department's review, the exceptions may or may not be a finding.

Often there is additional data needed to validate the exception that is only known at the department level. We also partner with the departments to identify internal control enhancements with the purpose of preventing future occurrences of the type of findings identified by the CAATs.

We are keeping the details of our process and the vulnerabilities identified to a general discussion because of the risks associated with disclosing specific details of our financial and accounting processes.

#### SCOPE

This report details the CAAT work we performed in May 2013. Our analysis included a review of the following data:

- 1. **Duplicate Vendor Payments:** 20,923 vendor invoices totaling \$227,292,614 for potential duplicate payments.
- 2. **Employee Vendor Match:** 41,055 employee and 17,693 vendor addresses/phone numbers at March 31, 2013 for potential matches.
- 3. OC Working Retiree/Extra Help Hours: County working retiree/extra help hours worked during FY 12-13 for individuals exceeding annual fiscal year limits of 960 or 720 hours, as mandated by Government Code Sections 31680.6 and 31641.04.
- Payroll Direct Deposits: 35,972 payroll direct deposit transactions processed for pay periods #08 (3/22/13 - 4/4/13) and #09 (4/5/13 - 4/18/13) for suspicious direct deposit activity.



#### RESULTS

For the month of May 2013, we found the following:

#### Objective #1 – Duplicate Vendor Payments:

We identified one (1) potential duplicate payment made to vendors for \$237 of the **\$227** million of vendor invoices processed during April 2013.

#### Value-added Information

Based on the to-date recoveries of **\$1,011,706** from the duplicate vendor payment routine, these computer assisted routines have paid for themselves and are returning monies to the County that may otherwise be lost. To date, we have issued 132 monthly performance reports for the CAATs.

#### **Objective #2 – Employee Vendor Match:**

This routine is performed on a quarterly basis. At March 31, 2013, **two (2)** potential employee-vendor conflicts were identified in the employee-vendor matches we reviewed. These two (2) matches have been submitted to Human Resource Services for their review.

#### **Objective #3 – OC Working Retiree/Extra Help Hours:**

As of May 2, 2013, **one (1)** OC working retiree exceeded the annual fiscal year 2012-2013 limits of 960 or 720 hours mandated by Government Code Sections 31680.6 and 31641.04. The annual limit was exceeded by **42.5 hours**.

#### **Objective #4 – Payroll Direct Deposits:**

Analysis performed on 35,972 direct deposit transactions with no findings noted.

See the Detailed Results section for further information.



#### 1. Duplicate Vendor Payments (Objective #1)

We used a CAAT routine to identify potential duplicate payments made to vendors during April 2013.

#### A. Results

We identified one (1) potential duplicate payment made to vendors for \$237 of the \$227 million in vendor invoices processed during April 2013. The Auditor-Controller continues to investigate all duplicate payments and is pursuing collection. Currently, the County has a recovery rate of about **99%** on these duplicate payments that have been identified since the inception of the CAAT routines.

		Total		Not Duplicates		ecovered	In	Process
CAAT Report	#'s	\$'s	#'s	\$'s	#'s	\$'s	#'s	\$'s
2002	103	\$99,980	19	\$10,334	80	\$87,808	4	\$1,838
2003	50	\$33,306	7	\$10,175	39	\$21,020	4	\$2,111
2004	33	\$105,779	7	\$2,990	24	\$101,460	2	\$1,329
2005	67	\$80,162	2	\$668	64	\$78,472	1	\$1,022
2006	75	\$347,008	16	\$33,720	56	\$311,421	3	\$1,867
2007	93	\$99,999	12	\$8,411	78	\$90,920	3	\$668
2008	70	\$77,712	11	\$6,794	58	\$70,718	1	\$200
2009	100	\$155,529	10	\$30,173	90	\$125,356	0	\$0
2010	40	\$84,059	7	\$8,050	31	\$75,980	2	\$29
2011	22	\$9,351	0	\$0	22	\$9,351	0	\$0
2012	18	\$38,843	0	\$0	18	\$38,843	0	\$0
January 2013	1	\$65	1	\$65	0	\$0	0	\$0
February 2013	1	\$120	0	\$0	1	\$120	0	\$0
March 2013	3	\$384	0	\$0	1	\$237	2	\$147
April 2013	0	\$0	0	\$0	0	\$0	0	\$0
May 2013	1	\$237	0	\$0	0	\$0	1	\$237
TOTAL	677	\$1,132,534	92	\$111,380	562	\$1,011,706	23	\$9,448

The table below summarizes the duplicate payment activity to date:

#### **B.** Background

This CAAT routine concentrates on a sub-set of vendor invoices paid by the County that possess certain common attributes. The sub-set excludes one-time payments (such as election worker pay, jury duty pay, etc.) as well as recurring payments (periodic payments to the same payee for the same amount such as welfare, family support, etc.).

During the month of May 2013, 20,923 invoices for \$227,292,614 were added to this data sub-set representing April 2013 transactions. Currently, the data sub-set includes 1,259,295 invoices totaling \$13,485,491,108. The total data file from which the sub-set is derived includes 2,770,476 records totaling \$30,026,907,381. For FY 11-12, established vendor payments were about \$2.7 billion.

Our prior research has indicated that the duplicate payments are typically caused by human clerical error.



#### 2. Employee Vendor Match (Objective #2)

We used a CAAT routine to identify employees that share a similar address or phone number as a vendor. This may identify employees buying goods or issuing contracts to themselves or a related vendor. This routine is performed quarterly.

#### Status:

This routine is performed on a quarterly basis. We performed an analysis of employee and vendor phone numbers and addresses at quarter-end March 31, 2013. We identified two (2) potential employee-vendor conflicts in the employee-vendor matches we reviewed. These two (2) matches have been submitted to Human Resource Services (HRS) for further review. Results of HRS review will be included in a future report. Our next analysis will be performed at June 30, 2013.

#### 3. OC Working Retiree/Extra Help Hours (Objective #3)

We performed an analysis of working retiree hours to identify retirees working as extra-help in excess of Government Code Sections 31680.6 and 31641.04 mandated limits. Our criteria are 960 hours (maximum allowed for regular retirees) or 720 hours (maximum for early retirees) during FY 12-13.

#### Status:

The Government Code Sections 31680.6 and 31641.04 mandated limits are per fiscal year and we perform this review monthly. The County's timekeeping system (VTI) automatically alerts the working retiree and their supervisor when the working retiree is approaching the mandated limit. As of May 2, 2013, there were 169 OC working retirees with hours; non-County working retirees are excluded from these totals (e.g. Superior Court, OCERS, LAFCO, etc.). As of May 2, 2013, **one (1)** OC working retiree exceeded the FY 12-13 annual limits by **42.5 hours**.

As of May 2, 2013, FY 12-13 OC working retiree/extra-help hours were:

Department	No. of OC Working Retirees	FY 12-13 Hours
Sheriff-Coroner	89	55,284
District Attorney	29	22,934
Probation	9	6,255
Assessor	13	6,251
Health Care Agency	10	4,845
OC Public Works	5	3,042
Social Services Agency	4	1,422
Child Support Services	3	928
Treasurer-Tax Collector	1	715
Human Resource Services	2	407
CEO Data Center	1	308
Auditor-Controller	1	255
Clerk of the Board	1	124
County Counsel	1	7
Total	169	102,777



#### 4. Payroll Direct Deposits (Objective #4)

We used a CAAT routine to identify multiple employee paychecks directly deposited to the same bank account in the same pay period. For the month of April 2013, there were 35,972 direct deposit transactions as shown below:

Pay Period	Pay Period Dates	# of Direct Deposit Transactions
PP08	3/22/13 – 4/4/13	17,997
PP09	4/5/13 - 4/18/13	17,975
	TOTAL	35,972

#### **Results:**

We reviewed results to determine whether there has been any irregular direct deposit activity. No unusual direct deposit activity was identified. For FY 11-12, direct deposits for regular payroll were about \$1.3 billion.